Director's Message

State Information and information systems are recognized as critical and important State assets. We must ensure that information, and information systems, are properly protected from a variety of threats, including error, fraud, embezzlement, improper disclosure, sabotage, terrorism, extortion, industrial espionage, privacy violations, service interruptions, and natural disaster.

To assist with this process of protection, the Division of Information Technology Services has established a security awareness program. This program will cover virtually all aspects of information security, including requirements from the State Information Security and Acceptable use policies.

ITS management takes security seriously and urges you to do the same. Cooperate with us in creating and maintaining a secure computing environment.

Director

Customer Driven Technology
Division of Information Technology Services

Division of Information Technology Services
6000 State Office Building
Salt Lake City, Utah 84114
Phone: 801-538-3833
FAX: 538-3622

ITS Customer Support
801-538-3440 or 800-678-3440
http://its.utah.gov/services/support/helpdesk.htm

ITS Computer Security Office
http://security.utah.gov

ITS Internet Site
http://its.utah.gov

Utah!
Where ideas connect

Information Security

Creating & Maintaining a Secure Computing Environment

What is Information Security?

Information Security is a combination of policies and procedures designed to protect equipment, information, data, and applications from unauthorized disclosure, modification, or loss.

What About Computer Viruses?

A computer virus is a program that replicates itself and attaches itself to other programs.

Symptoms of a virus include:

- Files appear or disappear.
- Data is changed.
- Disk space or memory changes.
- The "A" drive light flashes when the drive is empty.
- The system slows way down.
- Unusual video displays appear.
- The workstation reboots unexpectedly.
- File time stamps change.

While these symptoms can be related to other issues, if you experience one or more of the above, contact ITS Customer Support immediately:

801-538-3440 or 800-678-3440

or visit the Computer Security Web site at:

security.utah.gov

How Am I Involved with Information Security?

Your Help is Needed

Advances in technology and the widespread use of personal computers have made it easier for more people to access and manipulate information. You can help prevent unauthorized individuals from accessing the State of Utah information systems.

What Can I do?

Information security is concerned with protecting both the equipment and the information it contains. Access to both computer information and computer applications must be controlled to ensure that only authorized users have access.

- Be aware of the visibility of data on your PC or terminal screen.
- Be aware of, and challenge, unauthorized personnel in you work area.
- Lock up sensitive reports and other computer media containing sensitive data when you leave your work areas. When no longer needed, printed reports should be shredded or placed in confidential bins for burning, while data on magnetic media should be overwritten or degaussed. Files that are deleted are not erased and may still be recovered.
- Use a password protected screen saver, or lock your PC, when you leave your work area.

Password Protection

Having a good password is the best way for you to prevent unauthorized access. Protect your password by:

- Choosing a password that is hard to guess. Hint: Mix letters and numbers or select a saying and choose every fourth letter.
- Use longer passwords. That is more secure. Eight characters are suggested.
- Be sure your password is not visible on the computer screen when it is entered.
- Be sure your password does not appear on printouts.
- Do not share your password with anyone.
- Do not use a password that is your address, pet's name, nickname, spouse's name, telephone number, or sequential numbers.
- Do not tape passwords to desks, walls, or terminals. Commit yours to memory.